

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100055-6

<b>REPORTS INVENTORY</b>					CONTROL NO. <b>DDS/OF-050</b>	
<b>PREPARE IN DUPLICATE</b>						
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Processing of Retirement Cases to CSC</b>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING <input type="checkbox"/> SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED <b>4</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Monthly</b>			6. DISTRIBUTION (No. of components not number of copies) <b>2</b>	
7. FORMAT (memorandum, form, computer print-out, etc) <b>Memorandum</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>C/BS&amp;D &amp; D/Finance (1964)</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Payroll Support Branch/C&amp;TD</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-06	\$3.80	5	=	\$19.00	12	\$228.00
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
			=			
<b>TOTAL COSTS PER YEAR</b>						<b>\$228.00</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  To provide the Director of Finance and Office of Personnel with detail information and any retirement case not processed within 60 or 90 days and reasons. Started 1964 in accordance with a request from Office of Personnel.						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS      DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100055-6</b>				18. EXTENSION

**SECRET**